



No. Abi/11/21/DA (GHS)

28 August 2026

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF
GROUND HANDLING SERVICES FOR GOVERNMENT OF INDIA
AIRCRAFT/S VISITING CÔTE D'IVOIRE**

Embassy of India, Abidjan intends to empanel ground handling service providers in Côte d'Ivoire for providing ground handling services to the visiting Government of India aircraft/s in Côte d'Ivoire on need basis.

2. The Expression of Interest (EOI), complete in all respects, should be sent by post to Head of Chancery, Embassy of India, Abidjan, Riviera Golf-4 Extension, Lot No. 29 Ilot No. 2, 06 BP 318 Abidjan 06, Côte d'Ivoire.

3. Documents Required and Qualifying Criteria.

3.1 Brief history of the agency is to be attached. The agency should be in aircraft ground handling business and should have been providing services to various civil and military aircraft operating in Côte d'Ivoire.

3.2 The ground handling agency should be registered with concerned airport authorities in Côte d'Ivoire and other government agencies as required by law in Côte d'Ivoire. Photocopies of registration of the agency are to be attached.

3.3 The agency should have an experience of at least two (2) years in providing ground handling services in Côte d'Ivoire. Client list and proof of documents in support of possession of requisite experience by the agency are to be attached. The agency is to provide the details of aircrafts types handled by them in order to assess the experience of ground handling.

3.4 The agency shall submit an undertaking on its letter head stating that the agency has not been blacklisted by any Governmental institution in Côte d'Ivoire or elsewhere.

3.5 In case the bidding entity is a joint venture, information must be provided for all the partners of the joint venture.

3.6 The agency should extend credit facilities for minimum 4 weeks from the date of submission of bills. Document certifying the same must be provided.

4. SCOPE OF WORK.

4.1 **Timely Response.** The Embassy would require quotations for ground handling services for its nonscheduled aircraft operations, often at short notice. Prompt responses to queries are to be provided for the timely organisation of required services and smooth operations.

4.2 The services sought would be all ground handling services including and not limited to ground power units, ladders, towing, push back, cargo offloading/ loading, lavatory cleaning, cabin cleaning, potable water replenishment, air conditioning carts, baggage handling, immigration, flight planning/ ATC clearances, transport for crew and passengers, refueling, aircraft cleaning, garbage disposal etc. Depending on the type and number of aircraft planned for operations, the relevant requirements would be specified by this Embassy when quotations are sought.

4.3 Associated charges such as navigation fees, parking fees, landing fees, airfield lighting fees, night operations fees, passenger handling fees etc must also be included in the quotations.

4.4 The Embassy expects agencies to provide competitive and transparent quotations offering reasonable and cost effective prices compared to prevailing market rates.

4.5 The service provider shall nominate an experienced dedicated staff/official(s) who can communicate in English to liaise with Embassy on a day-to-day basis. The name of the concerned person(s) and their contact number shall be provided to the Embassy.

5. INSTRUCTIONS TO AGENCIES.

5.1 All pages of the EOI documents should bear the signature and seal of the authorized representative of the applicant.

5.2 The applications are liable for rejection due to incorporation of any false information and furnishing fake or truncated documents.

5.3 Payment and Associated conditions.

5.3.1 The Embassy of India would not be in a position to maintain security deposit of any nature with the company.

5.3.2 All payments would be done post operations within a reasonable time period, based on services actually utilised during operations.

5.3.3 All payments would be made via bank transfer or by cheque. No cash payments would be made.

5.3.4 No payments would be made for services for which quotations were demanded but were not actually utilised owing to operational variables and Captains' discretion.

5.3.5 The preferred currency for quotations and payment would be preferably USD or alternately, Euros. In case payment is demanded in Franc CFA (local bank transfer), the Monthly Official Rate of Exchange determined by the Government of India would be used.

5.4 Dedicated Agency Staff to Manage Operations: The Mission expects the agency to assign a dedicated contact person for all communications and operations related queries and execution of operations. This person should be well versed with written and spoken English language. He should be easily reachable on mobile phone to provide quick help and support in urgent situations.

6. Additional Conditions. The following conditions may be elaborated upon by your agency to the Embassy if empanelment is sought:-

6.1 Price variation and escalation. Increase in quoted price for any service once a quotation is accepted would not be entertained.

6.2 Force majeure. Embassy of India, Abidjan also reserves the right to accept or reject any or all the applications and/or withdraw or cancel or suspend this notification without showing any reason.

6.3 Liquidated damages. Charges for any last-minute cancellation of operations would not be paid.

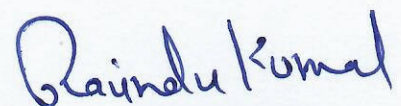
6.4 Indemnity and limitation of liability. The Embassy shall empanel more than one service provider. Lowest rate quoted by any service provider will be the L-1 (lowest bidder).

6.5 Dispute resolution. In case of dispute, the decision(s) of the Embassy of India, Abidjan shall be final.

6.6 Termination and exit management. The contract with the successful bidder may be terminated if bidder fails to perform its obligations specified in the contract agreement or if in case the service provided is found to be unsatisfactory.

7. Queries from companies & Embassy of India, Abidjan's response: All queries from the bidding companies relating to this empanelment must be submitted by email on email id: hoc.abidjan@mea.gov.in.

8. The companies are requested to please forward their proposals in French and English language. The proposal sent in English language shall prevail in assessing the quotation and the Empanelment bid.



(Ravinder Kumar)
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Embassy of India, Abidjan
Côte d'Ivoire